

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value****Job Purpose and Organizational Context**

Why the job exists:

The Director, Municipal Advisory and Capacity is an experienced leader who inspires, and leads a team of three unit managers and their teams of professionals in providing expert advisory, training, mediation, and support services to Alberta municipal officials, municipal administrators, senior ministry officials, and members of the public.

The Municipal Advisory and Capacity unit provides advice and support on matters of municipal governance, finance, land use planning, general administration, and elections. The unit also provides regular training to municipalities to improve the governance and administration of Alberta's 331 municipalities through the Municipal Affairs Administrator's Training Initiative, and provides extensive training and support to returning officers for the administration of municipal elections under the *Local Authorities Election Act*, ensuring transparency and credibility within the municipal election processes.

The unit is also responsible for providing management and oversight of improvement districts in Alberta, enhancing the future of municipal administrators through the Municipal Internship Program, assisting municipalities with mediative capacity and services, and recognizing municipal excellence through the MAMPLE program.

The Director maintains a strategic picture of the activities of the unit, and fosters an inspirational environment supporting team members to create exemplary ideas and strategies to improve municipal service delivery. The team has significant responsibility related to promoting tools for more effective, responsive, cooperative, well-managed, financially sustainable and accountable municipalities.

The unit is responsible for key activities and programs relating to the ministry's mandate to Albertans and other critical stakeholders; therefore, the Director is the primary point of contact for the Executive Director and senior management on all issues relating to municipal governance and local government issues.

The Director also acts on behalf of the Executive Director when required.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Governance and administrative advisory support: manage the capacity building supports provided to municipalities by:
  - Managing the training and development of staff to ensure they are equipped to provide expert advice on the *Municipal Government Act*, *Local Authorities Election Act*, and other legislation impacting municipalities;
  - Ensuring briefing materials, letters, and memos are provided in a legislatively appropriate and timely manner and of high quality;
  - Ensuring responses to provincial and ministry email systems are appropriate, high quality and completed in the timeline set out in provincial or ministry policy; and
  - Ensuring chief administrative officer visits are provided in an efficient, effective, and timely manner by the appropriate staff complement to provide municipal administrative, governance, and financial information.
2. Local authority election processes: manage the development of election supports by:
  - Providing advice and recommendations for review of, and amendments to, the *Local Authorities Election Act* following every local general election, or as needed;
  - Ensuring election support materials are updated and disseminated in an appropriate and timely manner; and
  - Providing educational and training programs for municipalities and municipal returning officers.
3. Municipal training: manage the development of appropriate and effective training to municipal stakeholders in areas of municipal governance, finance, and administration by:
  - Overseeing the ongoing delivery and improvements of the Municipal Affairs Administrators' Training Initiative, which responds to the needs of municipal stakeholders to enhance municipal capacity in a fiscally responsible manner;
  - Ensuring staff delivering training have appropriate qualifications, subject matter expertise, and experience to be effective trainers and facilitators; and
  - Ensuring contracts for training are managed in accordance with government and ministry procurement policies and procedures.
4. Municipal internship: manage an effective and responsive municipal internship program that builds capacity for future municipal administration throughout Alberta by:
  - Promoting and educating municipalities, planning service agencies, post-secondary

education institutions, and prospective graduates of internship hosting and career opportunities;

- Ensuring program marketing is appropriate and effective to maintain a high level of interest in the program;
- Ensuring training opportunities for interns are appropriate to acquire and sharpen skills in the complex environment of local government;
- Overseeing the overall multi-disciplined program by ensuring consultation with each intern and supervisor is effectively done either by site visit or through electronic means; and
- Providing support, education, coaching, and networking opportunities to participating hosts and interns.

5. Intermunicipal relations: manage services and resources to support municipalities to work collaboratively, and either prevent or manage conflict in a healthy and productive way by:

- Collaborating with municipalities to educate on practical approaches to the development and maintenance of intermunicipal collaboration frameworks and intermunicipal development plans;
- Overseeing the dispute resolution program to effectively educate municipalities and municipal groups on dispute resolution approaches, provide training to municipal officials in effective dispute resolution, and facilitate connections with professional facilitators as required;
- Maintaining ongoing contact with municipal, administration, education, and professional associations to provide conflict coaching to municipal staff and elected officials to help them self-determine how they can proactively deal with conflict; and
- Improving municipal and intermunicipal relations by educating municipalities and municipal groups on collaborative governance processes, including the Collaborative Governance Initiative.

6. Municipal excellence: encourage innovative and effective provision of municipal service delivery through meaningful recognition by:

- Ensuring accomplishments in the provision of municipal services are recognized in a meaningful way through the Minister's Awards for Municipal and Public Library Excellence;
- Collaborating throughout the division to identify potential technologies or service delivery enhancements to support Alberta's municipalities in service delivery; and
- Coordinating the updates of divisional content on Alberta.ca.

7. Management and oversight of Alberta's improvement districts (IDs): ensure IDs are operated in accordance with legislative requirements by:

- Ensuring contracts for ID management are implemented and monitored effectively in accordance with government procurement policies and procedures;
- Supporting ministry staff administering IDs meet or exceed all legislative requirements and commonly accepted best practices for local government administration;
- Ensuring budgets for IDs are approved on-time; and
- Ensuring financial information for IDs is submitted to the ministry is accurate and on-time, and that grants for the IDs are appropriately applied for, and grant reporting requirements are followed.

8. Leadership and management of the Municipal Advisory and Capacity unit: oversee the performance and delivery of objectives by staff in the unit by:

- Creating and sustaining a respectful work environment;
- Recruiting, orientating, and developing staff to meet ministry objectives;
- Leading, motivating, coaching, and inspiring a team approach to provide exemplary service, achieve business plan goals, and build advisory capacity for the future;
- Managing fiscal and human resources including performance planning, recognition, and positive reinforcement to ensure the effective use of resources;
- Providing direction, guidance, and support to managers and staff as the lead projects and initiatives, which may be at times multi-divisional or multi-ministry in nature;
- Fostering an environment of creativity, innovation, professionalism, and integrity among staff to ensure excellence in service delivery;
- Providing mentoring and leadership to staff, and providing access to appropriate training opportunities to assist the team in developing high technical knowledge, project management, advisory, and teaching skills to sustain a high-performance team;
- Ensuring emerging issues are brought to the attention of senior management so that timely and appropriate action can be taken to resolve or mitigate issues;
- Providing ongoing strategic vision to senior management to ensure decision briefings are brought forward in on a timely basis without surprise to senior leadership; and
- Lead and manage special projects as assigned.

## Problem Solving

Typical problems solved:

This position has a responsibility to create and tailor innovative and responsive solutions within the intent of the legislative framework and is an important point of contact in the department for the Minister, Deputy Minister and Senior Management. Many of the issues are highly sensitive and often politically complex in nature and require innovative thinking as well as a clear understanding of current issues.

Functioning with flexibility, candour, common sense, and political acumen and within the policies and procedures of the ministry are necessary and critical requirements of the position. Decisions made based upon the advice and recommendations flowing from the position have potential impact on communities and their residents across Alberta.

The Director must be a self-starter and also develop and promote relationships with key members of the ministry, other departments, and external stakeholders to ensure effective communication and exchange of information and ideas on important governance, finance, election, internship, and other matters that have a significant impact on the ministry and its stakeholders.

The position is focused on, but not limited to, governance, finance, internships, improvement districts, planning and development, and local government elections. The incumbent is required to have a high degree of functional knowledge and experience. In order to succeed in this position, the individual must establish relationships and trust with municipal officials across the province, as well as work with other departments and ministries providing expertise in a variety of areas.

The Municipal Advisory and Capacity unit operates within the context of the Municipal Capacity and Sustainability branch and contributes to various initiatives undertaken to create an effective, responsive, cooperative, and well-managed local government sector.

Types of guidance available for problem solving:

Legislative guidance is provided by expertise in the *Municipal Government Act*, *Local Authorities Election Act*, and various other Acts and regulations under the purview of Municipal Affairs, as many processes have specific legislative requirements.

The Director will have the support and advice of their staff, their senior leadership colleagues, their Executive Director and staff in the Executive Director's Office, and departmental policy and procedures to rely upon for decisions.

Direct or indirect impacts of decisions:

Issues confronting the Municipal Advisory and Capacity unit often require balancing competing and conflicting interests among the ministry and other stakeholders. The Director must possess excellent problem-solving skills in order to identify potential risks, for example in managing improvement districts, providing advisory advice and support, or election administration, and develop mitigating strategies to address those risks.

Example: the conduct of local elections under the *Local Authorities Election Act* requires the maintenance of a balance between transparency and efficiency, between the interests of voters and candidates, between promoting voter turnout and ensuring a credible and secure voting process.

Example: Municipal governments often seek additional legislative authority, or interpret their existing authority as broadly as possible, while some segments of the electorate vigorously oppose those. Municipal Advisory and Capacity staff must make quick, but authoritative determinations of the intent of the legislation and provide appropriate advice to municipal officials and the public, as well as provide recommendations to the Minister on appropriate or desirable amendments to legislation.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

Minister, Deputy Minister and other MLAs - Daily/Weekly - Provides advice, written or verbal, on issues that require immediate attention. Clarifies legislative or procedural requirements as they arise, or when requested by the Minister.

Assistant Deputy Minister and Executive Director - Daily/Weekly - Provides advice on emerging issues that require immediate attention. Consults with senior management to discuss emerging issues and potential responses. Manages other province-wide initiatives.

Branch directors, branch managers and unit staff - Daily - Participates in or leads meetings, provides direction on advisory, financial, planning and development, internship, improvement district, local election, and other issues.

Legal Services Staff - Monthly - To obtain legal advice relative to issues related to local governance, legislation, case law, and materials relating to arbitration and administrative tribunal procedures.

Other Ministry or Government Staff - Weekly/ Monthly - Strategic discussions, responding to information requests, provide support or facilitation when and as needed.

### External

Municipal elected and appointed officials, and the general public - Daily/Weekly - Provide advice on governance, municipal finance, elections, improvement districts, and other programs and policy.

Federal and other provincial governments - Monthly - Provide timely advice and information regarding governance and management. Consult and collaborate on projects within respective jurisdiction and attend meetings to address issues.

Municipal associations (AUMA, ABMunis, RMA, LGAA, SLGM, AARMA, etc) - Attend meetings and conferences, provide advice on governance, municipal finance, elections, improvement districts, and other programs and policy, speak to emerging issues, and prepare briefings or correspondence.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Other	Other

If other, specify:

Education - Humanities, Social Sciences

Job-specific experience, technical competencies, certification and/or training:

**In-depth knowledge of:**

- Leading a team and responding to sensitive and complex issues in pressure situations.
- Ministry strategic priorities relating to supporting sustainable and accountable municipalities.
- Municipal stakeholder priorities and perspectives.
- Ministry operational policies and procedures.

**Working knowledge of:**

- The governance, finance, and planning and development sections of the *Municipal Government Act*.
- The *Local Authorities Election Act*.
- Roles and responsibilities of council and municipal administration.
- Municipal functions, operations, and procedures.
- Consultation processes, project management techniques, conflict resolution, negotiation, and mediation processes.
- Legislation and regulations administered by the ministry and other provincial legislation and regulations affecting municipalities.

**Experience:**

- University degree in public administration or a related field supplemented by a minimum of seven (7) years of progressively responsible experience in program and policy planning, program delivery and evaluation. Related experience or education may be considered as an equivalency on a one for one basis.
- Previous supervisory experience is required.
- Experience in a local government senior position is an asset.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	This is required to build effective and collaborative working relationships with staff, managers, and external stakeholders in order to achieve ministry objectives.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if</li> </ul>	This is required to ensure the goals of the ministry programs are successfully attained in a timely, effective and collaborate fashion, while also meeting legislative, policy, and procedural requirements.

		not immediately accepted • Reaches goals consistent with APS direction	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	The position requires broad planning and perspectives over the work of the branch, recognizing the complex workloads and competing deadlines of projects and initiatives in order to ensure required approvals are obtained within tight delivery timelines, so that program and service delivery to the ministry and external stakeholders is not negatively impacted.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	With the ever evolving changes in resources, economic circumstances, and political pressures, it is important to be able to adapt to the situation to ensure programs and services are delivered in a timely manner, able to meet the needs of stakeholders and provincial priorities.

**Benchmarks**

List 1-2 potential comparable Government of Alberta: